CREATE A RECIPE

1. **Recipe for** - Record the recipe name. Example: *Assorted Fresh Fruit, Assorted Salads, Assorted Bagels, Assorted Juices..*

2. **Recipe Number** – Assign a recipe number.

3. **Number Prepared** – This figure will always be 100 because the recipe created for each menu item will be a percentage of 100. The percentage will be converted to the number of portions.

4. **Portion Size** - Record the portion size. The portion must be the same for each menu item recorded in column 5. Example: *1 Piece for Fruit, ½ cup for Salads, 1 Bagel, 4 ounces for juices.*

5. **Menu Item -** List each menu item to be included in the recipe. Example: *Tossed Salad, Potato Salad, Green Bean Salad (the recipe would be for assorted salads).*

6. **Number of Portions Served in a Week -**

   Step 1: Based on production records, total the number of reimbursable portions served for each menu item for each day of the week. Record the weekly total for each menu item listed in column 5.

   Step 2: Add all the figures in column 6. Enter the total number of menu items served in box 10.

7. **Percentage Served** –

   Step 1: For each menu item, take the number of portions in column 6 and divide by the grand total in box 10. Example: *Tossed Salad—275 portions ÷ by 1,232 Total Salads = .2232.* Multiply by 100 for the percentage (22.32%). List the percentage two places past the decimal.

   Step 2: Add all the percentage figures recorded in column 7. The total figure must equal 100 percent as noted in box 10. Round as needed to equal 100 percent.

8. **Number of Servings –**

   Step 1: Convert the percentage figures in column 7 to whole numbers. Round each figure to the nearest whole number. Example: *22.32% = 22 servings.*

   Step 2: Add all the figures recorded in column 8. The total figure must equal 100 as noted in box 10. Round as needed to equal 100.